



# Sorrento Springs Elementary School Parent-Teacher Organization CONSTITUTION AND BY-LAWS

---

## ARTICLE I: NAME

The name of the organization shall be *Sorrento Springs Parent-Teacher Organization, or PTO*, not affiliated with any state or national organization.

## ARTICLE II: OBJECTIVES

- A. To promote the welfare of children and of the local learning community at Sorrento Springs Elementary School.
- B. To secure adequate laws for the care and protection of children and youth.
- C. To bring a closer relationship between the home and the school, so that parents and teachers may cooperate intelligently in the education of the child.
- D. To develop united efforts between educators and the general public that will secure the highest advantages in physical, mental, social, and more education for every child.

## ARTICLE III: POLICIES

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members working in any official capacities of the organization shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The organization shall not devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.
- D. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with Sorrento Springs Elementary School and the administration of Parkway School District.
- E. The organization may give financial aid whenever practicable to enable Sorrento Springs Elementary School to provide educational equipment, field trips, or other needs.
- F. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitment that binds the organization.
- G. In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954. As from time to time is amended.



## ARTICLE IV: MEMBERSHIP

- A. All parents and/or legal guardians of children attending Sorrento Springs Elementary School, all staff of the school and all persons reside in the geographical area served by Sorrento springs Elementary School who subscribe to the objectives and basic policies of the organization are members.
- B. Membership in this organization is free and without regards to race, color, creed, or national origin.

## ARTICLE V: OFFICERS AND THEIR ELECTIONS

### Section 1. Officers

- A. The officers of this organization shall be
  - 1. President
  - 2. President-elect
  - 3. Vice President of Community Relations
  - 4. Vice President of Parent Involvement
  - 5. Secretary
  - 6. Treasurer
  - 7. Executive Representatives
- B. No person, except the Executive Representatives, shall serve more than two consecutive terms in the same office, unless by unanimous vote by the current Executive Board.
- C. Officers shall be installed at the May meeting and shall assume their official duties on July 1, for a term of two years. The preceding two months shall be a transition.
- D. All officers, except for Executive Representatives, must have at least one child attending Sorrento Springs Elementary School.

### Section 2. Executive Board

- A. The Executive Board shall consist of the officers of the organization.
- B. The duties of the Executive Board shall be:
  - 1. Transact necessary business in the intervals between organization and such other business as may be referred to it by the organization.
  - 2. Approve the plans of work established by the standing committees.
  - 3. Present a report of the Executive Board meetings at the regular meetings of the organization.
  - 4. Draw up the budget for the following fiscal year, to be presented to the organization at the first regular meeting of the new fiscal year. The budget meeting shall be an open meeting and notice shall be given to the general membership of the date, time and location of the meeting.
  - 5. Approve the annual budget.
  - 6. Appoint an auditing committee to audit the treasurer's records at the end of the fiscal year, June 30, and report its findings at the first organization meeting of the new fiscal year.
  - 7. Approve information to be placed on the organization's page of the Sorrento Springs website.
- C. A majority shall constitute a quorum.
- D. Meetings of the Executive Board may be called by the President or by two members of the Executive Board.
- E. All nominees shall attend the March, April, and May organization meetings to accept their nomination, election, and induction into office.



### Section 3. Elections

- A. Nominees must be present to accept their nomination at the March meeting, unless prior notice has been given to the President. Additional nominations may be made from the floor at that time.
- B. Only those who have consented to serve, if elected, shall be eligible for nomination, either as designated by the committee of nominated from the floor.
- C. The election of officers will be at the April meeting. All nominees MUST be present, unless prior notice has been given to the President.
- D. In the event of the resignation of an officer, the Executive Board shall appoint a replacement. However, should the President submit a resignation, the President-elect shall assume that office for the remainder of the term.
- E. Officers will be elected by a simple majority (51%) of the organization membership present and voting at the April meeting.
- F. Any officer or chairperson of the organization may be removed by a two-thirds vote of the Executive Board and Committee Chairpersons when, in the judgement of the organization, the officer or chairperson has not performed his or her stated duties and/or when the best interests of the organization would be served thereby.

## ARTICLE VI: DUTIES OF OFFICERS

### Section 1. President, President-elect, Vice Presidents and Executive Representatives

- A. The President shall:
  - 1. Preside at and call all monthly meetings and PTO Executive Board meetings.
  - 2. Meet regularly with Building Administration to communicate details regarding PTO events and needs within the community.
  - 3. Coordinate with officers and committee heads
  - 4. Coordinate agenda for all meetings
  - 5. Be authorized to sign on bank accounts.
  - 6. Be a member ex-officio of all committees except the nominating committee.
  - 7. Select one Executive Board member, other than the signature holders on the bank account, to balance the checkbook monthly.
  - 8. With the cooperation of the Executive Board, appoint all standing and special committees. The power to appoint committee members may be delegated to the chairperson of any committee.
  - 9. Serve as liaison with school representatives and committee chairs as determined necessary each year.
  - 10. Attend annual leadership meetings.
  - 11. Perform such other duties as may be prescribed in the by-laws or assigned by the organization.
  - 12. Give notice to the general membership of the date, time and location of the budget meeting.
  - 13. Obtain prior approval from the Building Administration of any PTO communication that is to be distributed through Sorrento Springs.
  - 14. Attend all monthly and Executive Board meetings.
  - 15. Promote active participation in the organization.
- B. President-Elect:



1. Serve as chief assistant to the President
  2. Conduct meetings of the organization in the absence of the President.
  3. Serve as liaison with school representatives and committee chairs as determined necessary each year.
  4. Assume the office of President for the school year following the tenure as President-elect, being confirmed by a vote of the membership.
  5. Be familiar with the Constitution, By-Laws and the Executive Board member responsibilities.
  6. Keep order at all meetings by parliamentary procedures such as Robert's Rules of Order.
  7. Prepare training of incoming board regarding parliamentary procedures and by-laws.
  8. Promote active participation in the organization.
  9. Attend all monthly and Executive Board meetings.
  10. Obtain prior approval from the Building Administration of any PTO communication that is to be distributed to through Sorrento Springs.
- C. The Vice President of Community Relations shall:
1. Conduct meetings in the absence of the President and President-elect.
  2. Collaborate with Vice President of Parent Involvement to maintain organization's online and social media presence.
  3. Serve as liaison with school representatives and committee chairs as determined necessary each year.
  4. Serve as liaison with area businesses regarding fundraising, events & partnerships.
  5. Oversee the draft and design of any organization communication, newsletters and event flyers.
  6. Obtain prior approval from the Building Administration of any PTO communication that is to be distributed through Sorrento Springs.
  7. Attend all monthly and Executive Board meetings.
  8. Promote active participation in the organization.
- D. The Vice President of Parent Involvement:
1. Serve as committee chair for Volunteer Committees.
  2. Recruit and coordinate all parent volunteers.
  3. Serve as corresponding secretary (i.e. sympathy, birthday, and thank you notes) to help promote a feeling of goodwill through Sorrento Springs.
  4. Obtain prior approval from the Building Administration of any PTO communication that is to be distributed through Sorrento Springs.
  5. Attend all monthly and Executive Board meetings.
  6. Promote active participation in the organization.
- E. The Executive Representative(s) shall:
1. Serve as liaison between the school district and the organization.
  2. Attend all regular meetings.
  3. The office of Executive Representative shall be held by the principal and/or assistant principal.



## Section 2. Secretary

- A. The Secretary shall:
  - 1. Keep an accurate record of all meetings for the organization.
  - 2. Submit meeting minutes at next meeting.
  - 3. Update Executive Board procedure notebooks as necessary.
  - 4. Maintain all PTO monthly and Executive Board meeting notes for the current and previous year.
  - 5. Serve as liaison with school representatives and committee chairs as determined necessary each year.
  - 6. Perform such duties as delegated by the Executive Board.
  - 7. Attend all monthly and Executive Board meetings.
  - 8. Promote active participation in the organization.

## Section 3. Treasurer

- A. The Treasurer shall:
  - 1. Receive all moneys of the organization and keep an accurate record of receipts and expenditures.
  - 2. Make disbursements in accordance with the budget adopted by the Executive Board.
  - 3. File appropriate income tax forms:
    - a. PTO Fiscal year runs July 1 to June 30
    - b. IRS Form 990 is due November 15 of each year
  - 4. Present a financial statement of account at every meeting and at other times upon request of the Executive Board.
  - 5. Have monthly bank reconciliation completed by appointed Executive Board member.
  - 6. Initiate with Building Administration budget requests from staff and parents for the following fiscal year and present requests to the Executive Board.
  - 7. Serve as liaison with school representatives and committee chairs as determined necessary each year.
  - 8. Attend all monthly and Executive Board meetings.
  - 9. Promote active participation in the organization.
- B. The treasurer's accounts shall be examined annually by an auditing committee of not less than three members, who, satisfied that the Treasurer's Annual Report is correct, shall sign a statement of fact at the end of the report. The auditing committee shall be appointed by the Executive Board at the April PTO meeting.

## ARTICLE VII: MEETINGS

- A. There shall be regular general membership (open) meetings of the Organization, scheduled prior to the beginning of the school year. A regular meeting schedule may be established in the Standing Rules of the Organization.
- B. Special meetings of the general membership may be called by the President, Principal or by a majority vote of the Executive Board, five days' notice having been given.
- C. Members shall be notified no later than five days in advance of the date of any rescheduled general membership meeting.
- D. The membership present shall constitute a quorum for the conduction of business in any meeting of this organization.



## ARTICLE VIII: STANDING COMMITTEES

- A. Standing committees shall be created by the President as may be required to promote the objectives and interests of the organization.
- B. The chairperson(s) of those committees deemed necessary shall be confirmed by the Executive Board.

## ARTICLE IX. STANDING RULES

- A. The Executive Board may maintain a list of Standing Rules to serve as a further operating guide for the Organization. These Standing Rules shall be revised regularly to reflect the procedures of the current Executive Board.

## ARTICLE X: AMENDMENTS

- A. These by-laws may be amended at any regular meeting of the Organization by a 51% vote of the members present and voting, provided written notice of the proposed amendment has been given at least fifteen (15) days prior to the meeting.
- B. A committee may be appointed to review the By-laws, as revised and amended, on a majority vote at a meeting of the organization or a two-thirds vote of the Executive Board.

## ARTICLE XI: EXPENDITURES

- A. Any monetary expenditure that has not been approved in the budget must be brought before the Executive Board for approval.
- B. Any overage, of any account that is in the budget, shall be presented to the Executive Board for approval before the money is spent.
- C. Sales tax will not be reimbursed for monetary expenditures except for businesses that do not accept tax exempt form.
- D. To be eligible for reimbursement, itemized receipts must be received within 30 days of transaction.